

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Deputy Zoning Administrator	Job Family: 2
General Classification: Management	Job Grade: 35

Definition: To supervise and assist in the review of private and public development projects and in implementation of the City's planning policy and Zoning Ordinance. Staff the Development Review (DRC) Committee and provide staff supervision and training in the above matters.

Distinguishing Characteristics: Receives general direction from the Planning Manager. Exercises direct supervision over other planning staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Staff the DRC Committee. Review the architecture and site design of new development and improvements, provide applicants with appropriate design comments and make recommendations to the Zoning Administrator. Balance differing objectives (of City departments and proponents) and to reach a decision on projects. Ensure that private development conforms with environmental and other regulations.
2. Coordinate and assist professional staff in setting goals, schedules, analyzing data and making recommendations for projects.
3. Manage highly complex development projects requiring interdepartmental coordination.
4. Provide information and interpretation of zoning laws to staff and the public.
5. Review projects to determine compliance with City design goals and regulations.
6. Serve as the Planning liaison to various committees and public groups.
7. Make oral presentations and prepare written reports and recommendations to the Environmental Planning Commission and City Council on projects, plans and ordinances.
8. Assist in the hiring, training and supervision of professional and other support staff.

9. In the absence of the Zoning Administrator, review and make decisions on development proposals with respect to zoning adjustment and special applications by conducting quasi-judicial public hearings and issuing findings, including issuing use permits, variances, planned community permits and other special reviews.
10. Prepare environmental clearance documents according to CEQA.
11. Prepare and administer contracts for consultant services.
12. Perform other duties as assigned.

Minimum Qualifications:

Knowledge of: Theories, principles and practices of land use and urban planning; laws and legal prerequisites pertaining to land development, e.g., CEQA, the Subdivision Map Act, etc.; relationship between current implementation activities and long-range goals; City zoning ordinances and zoning techniques; engineering, economic, architectural, sociology and urban design theories, principles and practices; City administrative procedures.

Ability to: Communicate effectively with the general public; interpret planning policies and apply code requirements; prepare planning studies, analyze complex information, form recommendations and understand the implications of planning decisions; gain compliance from landowners and their representative; critique proposed architectural design; research and develop planning proposals; work constructively with people to identify problems and creative solutions; coordinate work with other departments; communicate effectively in writing and verbally with elected and appointed officials; ability to make public presentations.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Four years of professional planning experience with emphasis in design; equivalent to graduation from college with a degree in urban planning; a master's degree in urban planning or architecture may be substituted for one year of the required experience.

Required Licenses or Certificates: Possession of, or ability to obtain, a valid California driver's license.

Established January 1988

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